



PS 8.9 QUICK REFERENCE GUIDE

SETTING/CHANGING YOUR PASSWORD

[HTTP://WWW.TNCC.EDU/](http://www.tncc.edu/)

This document will provide simple instructions for setting or changing your password via MyTNCC.

1. Log into the **MyTNCC** Portal at <http://www.tncc.edu>. Select **MyTNCC** from the top navigation bar.
2. You will be required to set a password the first time you sign on to the **MyTNCC** portal to access your student accounts. Click on **MyTNCC sign-on**.
3. Click on **New to your college? Look up your username and set your password**. Fill in the requested information. Enter your first and last names, birth date, and Social Security Number (SSN) without spaces, hyphens, dashes or slashes. Click on **Search**.
4. Enter your password twice, then select a security questions and provide the answer.
5. Click on **Next** to complete the process. Once you have set your password, **wait at least ten minutes** before attempting to sign-on again. This will allow time for your password to be accepted by VCCS SIS, Blackboard, and Email.

Password Requirements:

- Passwords must have **at least seven (7) characters** in length but, **not more than ten (10)**. Passwords cannot be numbers only.
- Your password must contain a combination of:
 - At least one UPPERCASE letter
 - At least one lowercase letter
 - At least one number (0-9)
- Protect your account; select a password that you can easily remember, but one that difficult for others to guess.
- Never share your password with anyone. Never use the same password that you've used in the past. We encourage you to change your password every 90 days at a minimum.

Follow these steps to change your password:

- Click on the **MyTNCC** icon button on any TNCC webpage
- Click on the **MyTNCC Sign-on** button
- Click on **Forgot Your Password? Reset your Password**.
- Enter the requested information. Then logout and wait ten minutes before attempting to sign-on again.

Password changes will apply to the MyTNCC portal as well as your Blackboard, SIS and E-mail accounts.